

TENNESSEE BOARD OF LAW EXAMINERS
401 Church Street, Suite 2200
Nashville, Tennessee 37219-2204
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BLE.Administrator@tncourts.gov
WEBSITE : <http://www.tn.gov/lawexaminers>

Instructions for Application for Re-Examination

This form is for applicants who previously have applied to the Bar of Tennessee by examination and have taken the examination on one or more occasions.

BEFORE COMPLETING THIS APPLICATION:

- **Read Tenn.Sup. Ct. R. 7 completely; and**
- **Carefully review the instructions on the TN Board of Law Examiners website at www.tn.gov/lawexaminers. Click "How to Apply" in the left column. Refresh your browser each time you visit for updates.**
- **Read all instructions included in the application below.**

This application has been tested in Chrome, Firefox, Safari, and Internet Explorer.

Tip: If you need to leave your computer or need time to think over an answer, save your work. At the bottom of each screen are navigation buttons. Clicking Previous, Next, or Save for Later Editing automatically saves your work.

You can preview your application prior to submitting it, or review your completed application after submission. Once submitted, no changes can be made to the application.

The answers to all questions must be completed, including complete addresses and zip codes. Failure to be completely candid may result in denial of certification. If there is any doubt about how to answer a question, you should answer to the best of your ability, and explain the concern in the space provided. NOTE: A "complete application" includes the NCBE Application that has been submitted to the NCBE, any attachments to the NCBE Application, the Tennessee Supplement which is completed as part of this process, any attachments to the TN Supplement, three (3) letters of recommendation from attorneys, judges or law school professors, the completed Undergraduate Degree Verification and the Law Degree Verification. Letters of recommendation and the NCBE application must be updated every two years an application is on file.

Form upload links will be made available to you in your Related Tasks list that will appear in your login account after submitting your application. After submitting your application online, return to your Dashboard and click on the Details link for this application.

Required forms are available at <http://www.tn.gov/lawexaminers>.

It is your responsibility to keep your personal profile current with correct residence and contact information, the Tennessee Board of Law Examiners (TBLE) uses this information to contact you. Changes in your information such as mailing address and phone number can be made in your profile (My Profile Page). Please keep this information up to date.

Email addresses issued by your school may be disabled after graduation and before grade release. Please be sure to provide the TBLE with an alternate email address and be sure to add our email address and/or domain to your "accepted" list so that important information is not sent to your "spam" or "junk" folder.

This form is to be used if you have previously taken the Tennessee bar exam. Applicants who have already submitted a completed first-time application but who did not take the examination should exit this application, and instead choose the First Time Applicant application.

When providing additional information to supplement answers, give information in the same manner as called for in the application and upload in the Additional Documentation as Requested Item. After submitting your application, you will find a "Details" link next to this application in your profile. There you will find the "Related Items" tab, which will provide you an upload link.

If you wish to request non-standard testing, you must complete the Non-Standard Testing Request Application available from the Dashboard (main screen) of your account, and include a current (within 90 days) supporting report from your treating physician and/or psychologist. A new form must be submitted each time you test with updated supporting documentation. Non-standard testing arrangements will be determined only by what is requested on this current questionnaire **and may result in a change in testing location.**

You must submit the first page of your NCBE Application with the fee by the application deadline to avoid a late fee or, if filing late, submit the fee so that it is received by the absolute deadline for a completed application (Jan. 10 for February exam; June 10 for July exam).

Your check, cashier's check or money order should be made payable to the Tennessee Board of Law Examiners. Deadlines and fee schedule are found on the website www.tn.gov/lawexaminers.

Mail the fee to:
Tennessee Board of Law Examiners
401 Church St. Suite 2200
Nashville, TN 37219-2204

1. Name: Middle Name: Last Name: As listed in your original Application.

Have you ever been known by any other name or surname? If yes, state all names and places and Upload additional pages if necessary.



2. NCBE #: NCBE Application* #: *If you have updated your application, include the bar code number on the most recent application.

3. I am applying to take the Tennessee Bar Examination to be administered in

☐ February
☐ July

PLEASE CHECK THE STATEMENT BELOW WHICH APPLIES:

☐ I will be an applicant for re-examination and last applied for the examination in (mm/yyyy).

☐ I have taken the bar examination three (3) or more times. My study plan and affidavit are uploaded under the Related Items (Tenn. Sup. Ct. R. 7, § 4.05). I last sat for the examination in (mm/yyyy).

Please list the dates (mm/yyyy) of all previous examinations in Tennessee. Please note that if you have not taken the examination for more than two years, you must update your NCBE application (even if you have submitted and request a supplemental background investigation, as well as provide new letters of recommendation).



Complete instructions for making application for admission to the Tennessee Bar may be found at www.tn.gov/lawexaminers. Click the "How to Apply" tab in the left column and choose the appropriate application type from the list.

4 (a). Locations:

Test location desired

☐ Knoxville ☐ Memphis ☐ Nashville


I am including a supplemental application requesting: ☐ LAPTOP TESTING ☐ Yes
☐ No ☐ NON-STANDARD TESTING ☐ Yes ☐ No (Please complete separate applications. NOTE that the deadline for filing an application for re-examination and the deadlines for filing supplemental applications for Non-Standard Testing and Laptop Testing may not be the same. If you application for re-examination is not filed by the Application Deadline of December 15, you will be charged a late fee even if your supplemental applications are filed on or before the deadlines required for those requests.)

4 (b). Interview location:

I will be available to have my personal interview in the Tennessee County of . The personal interview is a licensing requirement. You will be scheduled for an interview after the bar examination if you have not been interviewed in the last two years. **Interview locations cannot be changed.**

PLEASE MARK THE APPLICABLE BOXES BELOW. YOU MUST MARK "YES" FOR EITHER QUESTION 5 or 6(a).

5. I have reviewed my original complete Application to the Bar of Tennessee including any amendments or supplements. I certify that there have been no changes to the Application, and no additional explanation for it to be complete and accurate. (This includes employment, address, telephone numbers, etc.)

6(a). I have reviewed my original complete Application to the Bar of Tennessee including any amendments or supplements. There have been changes to the Application which require additional explanation for it to be complete and accurate. I certify that the following explanation is true and accurate: (Specify below and upload a brief description of changes, identifying what has changed including the NCBE or Tennessee Supplement question or form number when applicable; upload additional pages, as required. Please note if your application is more than two years old and indicate the date that your updated application was submitted and the Application Number (same as indicated above) from beneath the bar code at the bottom of each page.	<input type="radio"/> Yes <input type="radio"/> No
	

LAPTOP TESTING

General Information, Instructions, Laptop Make/Model, and Release of Liability

Information:

All Applicants for the July 2014 Tennessee Bar Examination agree by making application for examination to test by laptop unless an Applicant elects to HANDWRITE the exam. The Tennessee Supplemental Application includes the laptop testing forms. ***If the forms are not completed with signatures and all information requested, the TBLE views that omission as an affirmative election to HANDWRITE the examination, even if the Applicant clicks "yes" for laptop testing in the Synergy Online Application program.*** If, at any point, the program prompts for a response even though you do not wish to test by laptop, type "Hand write" in the box and do not sign the laptop form.

Taking the exam on a laptop requires an additional fee at the time of on-line registration and download of the software (See d. below). Laptop testing software will be provided by ExamSoft. **The licensing/registration fee is \$100.00, payable to ExamSoft at the time of registration.** The software registration fee is a NON-REFUNDABLE fee. Registration dates are listed below. If you fail to register and pay your registration fee by the deadline, you will not be allowed to test by laptop.

IMPORTANT: You must apply for laptop testing and pay the registration fee each time you take the exam. The license is a one-time test license. **Please note that the Board of Law Examiners does not have authority to waive or extend filing deadlines.**

If you are requesting non-standard testing, you are required to complete the laptop forms and download the software unless you elect to handwrite the exam.

- a. Review the Instructions to Applicants Participating in Laptop Testing for the Tennessee bar examination;
- b. Review and complete the Laptop Testing portion of the Tennessee Supplemental Application;
- c. Review and complete the Release of Liability portion of the Tennessee Supplemental Application; and
- d. Download the required software between 8:00 a.m. CDT, June 26, 2014 and 4:30 p.m. CDT, July 6, 2014, and pay the required fee. **You will only be allowed to register and download software on the scheduled dates and only if you have completed your application as outlined above.** If you do not register during this time period, you will be required to handwrite the exam. There will be no extension/waiver of time for laptop registration. If you withdraw from the examination after downloading the software, you cannot expect a refund of the fees.

INSTRUCTIONS TO APPLICANTS PARTICIPATING IN LAPTOP TESTING FOR THE TENNESSEE BAR EXAMINATION

NOTE: Previously installed versions of laptop testing software used during law school or on prior bar examinations will not be permitted - you must pay for and install the July 2014 version approved for the Tennessee Board of Law Examiners.

- System Requirements: please see the ExamSoft website at <http://support.examssoft.com/link/portal/15157/15194/Article/162/What-are-the-minimum-system-requirements-to-run-SofTest>. All currently released versions of Mac and Windows operating systems are supported, including any Mac OSX 10.9 version (1, 2, 3 ...), and Windows 8 and 8.1. It is your responsibility to make sure you have installed the software during the specified dates, and can run it on your laptop prior to the exam. You must test the software by following the vendor's instructions for taking a practice exam to test the software's compatibility with your computer, to make sure your computer passes the security check and to familiarize yourself with the software and keyboard functions.

THE TBLE WILL NOT SEARCH FOR YOUR ANSWERS OR MAKE CHANGES TO INCORRECTLY FORMATTED OR NUMBERED ESSAY QUESTIONS RESULTING FROM FAILURE TO FOLLOW THE LAPTOP TESTING INSTRUCTIONS, INCLUDING TYPING AN ANSWER IN THE WRONG SPACE OR DELETING, ADDING, EDITING OR RENUMBERING THE PRELOADED DIVIDERS. THE ANSWER, AS PRINTED AFTER THE EXAMINATION, WILL BE GIVEN TO THE GRADER ASSIGNED TO GRADE THE QUESTION INDICATED ON THE COVER SHEET OF THE ANSWER. IF YOUR ANSWER DOES NOT MATCH THE QUESTION OR IS BLANK, YOU WILL RECEIVE A ZERO.

Limited technical support will be provided at the bar exam test site immediately prior to the start of the exam. There will also be tech support during the exam and at the end of the exam.

- **Use of an external keyboard or external mouse is not permitted; this includes wireless keyboards or mice. Use of an iPad or other tablet-type is not permitted.**
- If you do not own the laptop you intend to use, you should make sure that there are no restrictions in place (for that laptop) which will prevent you from downloading the software for the Tennessee bar examination.
- Electrical hookups will be provided in the laptop testing area. You are not permitted to take the bar exam using your laptop battery, although it must be fully charged on the day of the exam.
- Should your laptop malfunction on the day of the examination, you will be required to handwrite your examination answers in answer booklets for the remainder of the exam. In the event of a laptop malfunction, every effort will be made to retrieve an applicant's essay answers from the laptop to the point of malfunction. Such attempts are usually successful, except in the case of a catastrophic failure of the laptop.

- You are required to be experienced working with your laptop computer, including the process of saving a file to a USB drive or uploading a file via the web. You will need to find access to an internet connection after the examination on the day of the essay portion of the examination in order to upload answers to the TBLE.

The software limits access to anything other than the word processing function provided by the software, and facilitates essential administrative functions. Be sure to take the practice exam to become familiar with the operations of the software.

You will not receive a printed copy of your essay answers. All editing will be done on your computer screen. Your answers will be uploaded to a USB drive provided by the software vendor or uploaded to a website, printed by staff, and provided to the TBLE for grading.

Laptop applicants are required to report to the testing site for registration and laptop setup at the time and place specified in your Admission Ticket. Proper identification will be required as noted in the general Instructions to Applicants for the Tennessee bar examination. Failure to report at the assigned time will preclude appropriate computer set-up prior to the exam. **Therefore, any laptop applicant who does not report during the required time period will be required to take the exam manually.**

- Computer bags, cases, backpacks and other carrying cases will be stored at the designated place in the examination room after unpacking and may not be accessed during any testing session. Laptops **MUST** be left in the testing room during the lunch break. The testing room will be staffed or locked at all times.
- You will only use your laptop to take the essay portion of the Tennessee bar examination.
- If you withdraw from taking the essay by laptop computer and wish to write the exam, please notify the Board of Law Examiners in writing no later than July 15, 2014. If you withdraw from laptop testing, you will not receive a refund of the registration fee.
- You must read and sign the following Release of Liability in order to participate in laptop testing.

LAPTOP MAKE/MODEL and RELEASE OF LIABILITY

SOFTWARE DOWNLOAD DATES

Open: 8:00 a.m. CDT, June 26, 2014 Close: 4:30 p.m. CDT, July 6, 2014

NCBE #:

First Name: Middle Name: Last Name:

Have you used a laptop to take exams during law school or on any other bar examination? If yes, please provide the name of the school or the jurisdiction where the bar exam was taken:	<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	
If you answered yes to the question above, please provide the name of the software used:	
<input type="text"/>	

Please list the make of the laptop you will be using for testing and the Version of Windows/Mac that you are using:
<input type="text"/>

I hereby request from the Tennessee Board of Bar Examiners ("TBLE") to take **the essay portion of the bar examination** by laptop computer ("computer") in lieu of handwriting my answers. I acknowledge that the use of my computer is subject to the following terms, conditions, and warnings, which I accept:

1. I certify that I have carefully read the TBLE's Instructions to Applicants Participating in Laptop Testing ("Instructions"), above, and that I fully understand its contents, which I accept. ☐
2. I understand and accept that the TBLE has exclusive authority to determine my eligibility to use a computer to answer the exam and that completion of this document does not constitute a TBLE authorization to use a computer during the exam. ☐
3. I certify that I am aware that the TBLE offers the alternative of taking the essay portion of the exam by computer or by handwriting, and that I have voluntarily chosen to use a computer. ☐
4. I understand and accept that the authorization to use a computer during the exam implies that I will have to use a computer provided by me, and I certify that it will be available before, during, and after the administration of the bar examination. ☐
5. I hereby authorize the TBLE staff to inspect my computer before, during, and after the examination. ☐
6. I certify that my computer meets the requirements and the specifications set forth in the Laptop Instructions and on the website at www.examsoft.com/tnbar. ☐
7. I agree to install on said computer the testing software ("Software"). I understand and accept that the TBLE does not guarantee the Software, its use or its proper functioning. ☐
8. I understand and accept that the authorization to use my computer during the examination entails a Software license fee that I will pay to software provided at the time and in the manner established by that company. I acknowledge and accept that said fee is nonrefundable and that it is separate from and additional to the bar examination application fee required by the TBLE. ☐
9. I understand and accept that it is my sole responsibility to correctly preinstall the Software to be used during the administration of the exam. ☐
10. I assume the obligation to keep the Software installed on my computer until after I have been notified of the results of the bar examination. ☐
11. I assume the obligation to ensure that my computer is in good working order to be used on the day of the examination. ☐
12. I declare that I have sufficient experience and practice using the computer and agree to have sufficient experience and practice with the Software before taking the exam. ☐

13. I accept that the TBLE will give the software provider my name and email address to facilitate the registration and Software purchase process. I agree to keep active the email address given to the TBLE in my application until I receive notice of the results of the bar examination unless I notify the TBLE of any email address change. ☐

14. I agree to use the Software according to the instructions and under the terms and conditions imposed by the software provider and in accordance with the instructions provided in the Laptop Instructions. ☐

15. I acknowledge that the use of the computer carries with it certain technological risks such as computer or software malfunction, power failures, etc. I accept that by requesting to use a computer to answer the exam, I am assuming all these risks. ☐

16. I agree not to delay and/or prevent commencement of the exam because of any problem or difficulty arising from my lack of skill or preparedness or from technical problems resulting from computer or Software malfunction. ☐

17. I accept that if there is a problem of any kind that would make it difficult or prevent me from using the computer to answer the exam, at the request of the TBLE staff, I will begin and/or continue to handwrite my answers in the answer books to be provided by said staff, and that I will remain in the same seat. I understand and accept that the decision to handwrite the answers is final and that once I begin, I will not be entitled to use the computer under any circumstances. ☐

18. Should I experience any difficulty or problem with the use of the computer, I am required to immediately notify the TBLE staff and to assist them in every way in an attempt to retrieve my answers, including placing the computer I used at their disposal. I understand and accept that there is no guarantee that such answers will be totally or partially recovered. ☐

19. I understand and accept that should I experience any difficulties and/or problems related to the use of the computer, I am not entitled to receive additional time or any other accommodation or consideration for that reason. ☐

20. I understand and accept that there is a risk that my answers may be totally or partially lost and/or irretrievable due to problems related to the use of the computer, such as technical or electrical problems, operator errors, Software or computer malfunction, etc. However, I have decided that the convenience of typing my answers on my computer outweighs these risks, which I accept without reservation of any kind. ☐

21. I understand and accept that in the event that any or all of my answers are lost or irretrievable, only those portions retrieved, if any, will be graded. ☐

22. In case I fail the bar examination, I understand and accept that I am not entitled to request or be granted any reconsideration or modification of results due to problems related to the use of the computer to answer the exam and that the only recourse available for a failed exam is re-examination. ☐

23. I understand and accept that my computer must remain in the testing area (including during the lunch break) until the last essay question session is finished, even if I had to handwrite my answers. I understand and accept that I may not unplug my computer at any time, even if I have finished my exam before time is called by the TBLE, unless authorized to do so by authorized TBLE staff. I understand and accept that if I unplug, turn off, and/or remove my computer from the testing area before that time without being duly authorized by the TBLE staff, my answers to the essay questions will not be graded and, consequently, will be treated as blank answer books. ☐

24. I understand and accept that the software provider does not represent the TBLE in matters related to TBLE procedures and policies. ☐

25. I understand and accept that I have an obligation to be in my assigned seat at the time noted in my Admission Ticket for the morning session and at 1:15 p.m. for the afternoon session for the purpose of making the necessary arrangements to use my computer and the Software. I understand that if I am late, I may not be allowed to use my computer, and, if not allowed to use the computer, must handwrite my answers and must remain in the same seat assigned. ☐

26. I understand and accept that after I finish my exam, I will follow the instructions of the authorized staff in order to upload the answers to a web address. I understand and accept that if I fail to do so by the deadline my answers will not be graded. ☐

27. I understand and accept that I am not authorized to make any copy of my answers or to use any data storage device to record my answers. If I am found to have copied or stored my answers, none of my answers to the essay questions will be graded and I may not be allowed to continue the examination. ☐

28. I understand and accept that accessing the Internet and/or opening or examining any program, file or document other than the Software in the testing area will be deemed a violation subject to penalties by the TBLE. Upon suspicion that I have examined any unauthorized material in the testing area before or during the exam, my computer will be immediately confiscated and I will be required to handwrite my answers. I understand that my computer will not be returned until after the TBLE has examined it, and under no circumstances will it be returned to me during the exam. If I am found to have examined any unauthorized material during the exam, my exam will not be graded and I will have to appear before the Board. ☐

29. I understand and accept that the Supreme Court of Tennessee and the TBLE, its ☐

members, representatives, agents, employees and staff, in their official and personal capacity, assume no liability for the difficulties, mishaps and/or problems that may arise from the use of a computer to take the bar examination.

30. I hereby release, discharge, and exonerate the Supreme Court of Tennessee and the TBLE, its members, representatives, agents, employees and staff, in their official and personal capacity, from any and all contractual and/or noncontractual [tort] liabilities of every nature and kind arising from my decision to use my computer to take the bar examination, including, without being limited to, any damage caused to my computer by the installation and/or use of the Software. ☐

31. I understand and accept that I have no right to sue and/or file a claim and that I will not sue or file any claim against the Supreme Court, the TBLE, its members, representatives, agents, employees and staff, in their official and personal capacity, for any difficulty, problem or event arising from my decision to use a computer during the exam, and that this document constitutes sufficient grounds for summarily dismissing with prejudice any claim that I may file in connection with my decision to use a computer to take the bar exam. ☐

32. I agree to indemnify the Supreme Court, the TBLE, its members, representatives, agents, employees and staff for the costs, expenses, and attorney's fees, and for the damage resulting from any claim I may file against them in connection with my decision to use a computer to take the bar exam. ☐

The combination of my login, password and typed named below constitutes my signature with the same effect as if signed and notarized. By so signing, I certify that all of the above information is correct and that I understand and agree to the terms stated herein.

Full Typed Name:

Date (mm/dd/yyyy):

Voluntary Self-Identification of Race/Ethnicity

The information you provide will be used solely for reporting and statistical analysis purposes. Although we would greatly appreciate your voluntary cooperation, refusal to complete this form will not subject any applicant to adverse treatment.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	<input type="checkbox"/>
White (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (not of Hispanic origin).	<input type="checkbox"/>
Black or African-American (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander (not Hispanic or Latino): A person having origins in any of the peoples of Hawai'i, Guam, Samoa or other Pacific Islands.	<input type="checkbox"/>
Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent; including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.	<input type="checkbox"/>
American Indian or Alaskan Native (not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	<input type="checkbox"/>
Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above six races.	<input type="checkbox"/>

Voluntary Authorization and Release of Statistical Information to the NCBE

I, (full name)

born at (city) (State)

(country) on (date of birth)

having filed an application with the TN Board of Law Examiners for the

(mm/yyyy) examination, hereby authorize the Tennessee Board of Law Examiners to share the following information with the National Conference of Bar Examiners for statistical purposes only:

NCBE#

Name

Date of Birth

Law School and Law Degree Date

Bar Passage Info (pass/fail/did not sit)

Take # (# of bar exam attempts)

TN Applicant #

AKA's

The combination of my login, password and typed named below constitutes my signature with the same effect as if signed and notarized. By so signing, I hereby release, discharge and exonerate the Tennessee Board of Law Examiners, its agents and representatives from any and all liability of every nature and kind arising out of the furnishing of such information to the National Conference of Bar Examiners.

Full Typed Name:

Date (mm/dd/yyyy):

REMINDER: AFTER SUBMISSION OF YOUR APPLICATION, RETURN TO YOUR PROFILE AND CLICK THE DETAILS LINK NEXT TO THE APPLICATION IN ORDER TO UPLOAD SUPPLEMENTAL ITEMS. When providing additional information to supplement answers, give information in the same manner as called for in the application and upload in the Additional Documentation as Requested Item. After submitting your application, you will find a "Details" link next to this application in your profile. There you will find the "Related Items" tab, which will provide you an upload link.

Version 1.5.2.49